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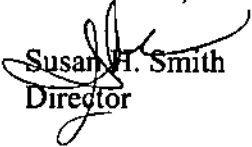


ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Contractual Review

MEMORANDUM

To: Contract Officers of all State Departments and Agencies, Colleges and Universities, Boards and Commissions

From:  Susan H. Smith
Director

Date: February 27, 2009

Re: **FY 09 Contract Deadline**

The Office of Contractual Review is asking for your cooperation in complying with this year's deadline for submittal of all **FY 09** contracts and amendments to assist us in accomplishing a smooth year end closeout of contracts.

In order for OCR to ensure approval of all current fiscal year contracts/amendments by June 30, 2009, they must be received in our office by **5:00 pm on Friday, May 22nd** accompanied by all required documentation and with all appropriate approvals.

Agencies will be responsible for taking the necessary steps to carry forward any funds into next fiscal year. Any questions regarding this matter should be directed to the appropriate budget office for clarification.

Due to the increased volume and complexity of the contracts sent to OCR over the past several months, we are asking all agency contract officers to relay this important information to the appropriate personnel and to make certain that contracts contain all required information and approvals before sending to OCR for final approval. This will help us expedite our approval process and eliminate the unnecessary delays that occur when we have to hold our approval waiting for additional information from the agencies. A checklist for submitting contracts is available on the OCR website.

FY 2010 contracts may be submitted at any time as OCR approval of next fiscal year contracts is always contingent upon funds being appropriated by the Legislature. You are encouraged to send these in as early as possible to avoid a backlog of contracts at the beginning of the 2009-2010 fiscal year and to facilitate prompt payments to those contractors providing continuing services.

Thank you for your continued cooperation in this and all contract matters.